



Lawyer Name  
Mailing Address

# Sample Invoice Not For Payment

**Date:** 2020-05-27  
**Member No.:** 1000001  
**Invoice No.:** 022567  
**GST Registration No.:** 10760 4357 RT

Your insurance levy and cyber coverage premium for the year July 1, 2020 to June 30, 2021 are due on or before July 02, 2020.

Law Society Rule 2-87(1) provides for a penalty of \$10 daily, to a maximum penalty of \$300 for late payment of the fee. A member who fails to pay within 30 days of the due date is automatically suspended from practising law pursuant to Rule 2-88.

**Exemption**

Law Society Rule 5-30(2) provides that a practising lawyer who is not required to contribute to the Professional Liability Claims Fund must complete and file an exemption form. The required form can be downloaded [here](#) (found on the *Forms - For Lawyers* page on the Law Society's website), and must be received by the Society no later than July 02, 2020.

**Option #1 - Payment in Full**

CLIA portion (non refundable, GST/RST)	\$ 424.00
Professional Liability Claims Fund Contribution (GST)	\$ 1226.00
Cyber liability coverage (non refundable, GST/RST)	\$ 45.00
Subtotal	\$ 1695.00
COVID relief	\$( 150.00)
Subtotal	\$ 1545.00
R.S.T. subtotal:	\$ 32.83
G.S.T. subtotal:	\$ 77.25
<b>Due on or before July 2nd 2020:</b>	<b>\$ 1655.08</b>

**Option #2 - Instalment Plan (3 equal payments)**

CLIA portion (non refundable GST/RST)	\$ 141.33
Professional Liability Claims Fund Contribution (GST)	\$ 408.67
Cyber liability coverage (non refundable GST/RST)	\$ 15.00
Instalment Fee	\$ 25.00
Subtotal	\$ 590.00
COVID relief	\$( 50.00)
Subtotal	\$ 540.00
R.S.T. subtotal:	\$ 10.94
G.S.T. subtotal:	\$ 27.00
<b>Due on or before July 2nd 2020:</b>	<b>\$ 577.94</b>

<b>Second Instalment</b>	\$ 540.00
Subtotal	\$ 540.00
R.S.T. subtotal:	\$ 10.94
G.S.T. subtotal:	\$ 27.00
<b>Due on or before November 2nd 2020:</b>	<b>\$ 577.94</b>

<b>Third Instalment</b>	\$ 540.00
Subtotal	\$ 540.00
R.S.T. subtotal:	\$ 10.94
G.S.T. subtotal:	\$ 27.00
<b>Due on or before March 1st 2021:</b>	<b>\$ 577.94</b>

**Payment Options**

We now offer Customer Automated Funds Transfer (CAFT) or Interac e-Transfer Money Request as payment options. For details, [click here](#) or refer to the [Payments - Instructions](#) document on the member portal.